

ADVERTISED BID CITY OF ST. LOUIS

OFFICE OF THE SUPPLY COMMISSIONER
1200 MARKET ST RM 324
ST LOUIS MO 63103-2842



REQUEST FOR QUOTE

91013Q0818

PAGE

1

ADDRESS CORRESPONDENCE TO

... We agree to furnish the following articles to the City of St. Louis,
free of any extra charges, in the quantity named and at the prices respectively
stated:

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EQUIPMENT SERVICES
1900 HAMPTON
ST LOUIS MO

63139

SEE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS QUOTATION SHEET.

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/24/13				

REPLY DUE BY: 05/21/13 12:00 O'CLOCK NOON

NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
	REQ LINE NUMBER : 0001					
	1	EA	CITY	910TRUCK13		
	TRUCK-ARTICULATING AERIAL SEE ATTACHED SPECIFICATION					
	TRUCK - ARTICULATING AERIAL INSULATED MATERIAL					
	HANDLING DEVICE. TO BE PURCHASE FROM: ALTEC INDUSTRIES					
	FROM: N.J.P.A. CONTRACT #060311-ALL					
	GPS FLEET MANAGEMENT SYSTEM					
	CONTACT PERSON: PATRICK DUNN AT 314-768-2893					
	SEE ATTACHED SPECIFICATION					
	BZL					
	***** WEBSITE INFORMATION *****					
	* * *					
	* TO DOWNLOAD SUPPLY BIDS GO TO: *					
	* * *					
	* HTTP://STLOUIS-MO.GOV/SUPPLY/BID-NOTICES.CFM *					
	* * *					
	* CLICK ON BID NOTICES *					

	OR ACCEPTABLE EQUAL					
	CLEARLY STATE MFG., NO. & BRAND					

	VENODR MUST SUBMIT DETAILED INFORMATION WITH BID ON					
	PRODUCT OFFERED					
					TOTAL →	

NAME OF FIRM		STATE DELIVERY:	COMPTROLLER	Date
ADDRESS				CALENDAR DAYS
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE Area Code ()				

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>IF FREIGHT OR DELIVERY CHARGE TO BE BILLED, IT MUST BE INCLUDED IN THIS QUOTE OR IT WILL NOT BE PAID. () FREIGHT IS INCLUDED IN THE QUOTED UNIT PRICE. () WE WILL CHARGE FREIGHT/DELIVERY IN THE AMOUNT OF: \$ _____</p> <p>IT IS THE POLICY OF THE SUPPLY DIVISION THAT ALL BIDS/ CONTRACTS AWARDED IN THE AMOUNT OF \$500.00 AND ABOVE ADHERE TO THE MAYOR'S EXECUTIVE ORDER #28 WHICH RE- QUIRES MINIMUM UTILIZATION OF MINORITY OWNED BUSINESSES OF 25% AND WOMEN OWNED BUSINESSES OF 5%. ALL VENDORS MUST COMPLY WITH THIS POLICY AND ALL OTHER PROVISIONS OF EXECUTIVE ORDER NO. 28.</p> <p>LIST ITEMS MANUFACTURED, ASSEMBLED OR PRODUCED IN A FOREIGN COUNTRY ON THIS FORM.</p> <p>**BID REQUEST AND ATTACHED FORM/S MUST BE COMPLETELY FILLED OUT AND SIGNED. IF NOT, BID MAY BE REJECTED.** PLEASE QUOTE PRICES ON THIS FORM AND SIGN BID.</p> <p>* VENDORS SHOULD NOTE IF THEY ARE MINORITY OR WOMEN OWNED BUSINESS (CHECK) MBE _____ WBE _____</p> <p>ALL BIDS MUST INCLUDE COMPLETED "BUY AMERICAN" AND "MINORITY/WOMEN UTILIZATION STATEMENT" FORMS, AND ANY SUPPLEMENTAL INFORMATION REQUIRED. ANY QUESTIONS SHOULD BE DIRECTED TO THE BUYER.</p>						
						TOTAL →

NAME OF FIRM	STATE DELIVERY: CALENDAR DAYS	COMPTROLLER	Date
ADDRESS			
CITY	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE			
Area Code ()			

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04/24/13				

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NEEDED BY DATE	QUANTITY	UNIT	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>*** BID RESULTS MAY BE AVAILABLE 30 DAYS AFTER OPENING DATE. IF YOU DESIRE BID RESULTS, PLEASE INCLUDE A SELF ADDRESSED STAMPED ENVELOPE WITH YOUR BID. ***</p> <p>PLEASE TYPE NAME OF CONTACT PERSON FOR THIS BID: NAME: _____ FAX: _____ E-MAIL: _____</p> <p>..... BIDS WILL BE AWARDED BASED ON OFFICIAL SPECIFICATIONS PROVIDED BY SUPPLY DIVISION ONLY & ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER/E-MAIL/FAX) TO THE FOLLOWING BUYER: BILL FULKERSON - FULKERSONB@STLOUIS-MO.GOV FAX# 314-622-4141 PHONE# 314-622-4250</p>						
						TOTAL →

NAME OF FIRM		STATE DELIVERY:	COMPTROLLER	Date
ADDRESS			CALENDAR DAYS	
CITY	STATE	SIGNED BY:	SUPPLY COMMISSIONER	Date
PHONE Area Code ()				

GPS Fleet Management System

The vehicle must come equipped with the Fleet Efficiency GPS Fleet Management System Vehicle Data Module Kit installed.

(NO exception to be taken)

To included cable/module to connect with vehicle ECM.

Contact Ron Horstmann at Fleet Efficiency

fleetefficiency@charter.net

314-754-7498

618-806-0971 (Cell)

SPECIFICATIONS FOR REQUISITION #91013Q0818 TRUCK ARTICULATING AERIAL

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	<u>Unit</u>		
1.	<p>Altec Model AT36M articulating telescopic aerial device with an insulating articulating arm, insulating telescopic upper boom with hydraulically articulating jib, and the Altec ISO-Grip system, an upper control system incorporating high resistance components at the boom tip. Built in accordance to ALTEC's standard specifications and to include the following features:</p> <ul style="list-style-type: none"> A. Ground to Bottom of Platform Height: 35.7 feet at 9.8 feet from centerline of rotation (3.0 m at 10.9 m) B. Working Height: 40.7 feet (12.4 m) C. Maximum reach to edge of platform: 25.8 feet at 16.3 foot platform height (7.9 m at 5.0 m) D. Rotation: Continuous rotation provided by worm gear drive, equipped with extended shaft for manual rotation, driving a shear ball bearing rotation gear. The fully adjustable rotation drive assembly includes an external eccentric ring adjustment of the gearbox pinion gear to the main rotation bearing, permitting the ability to easily adjust backlash, reduce boom side play and ensure proper tooth contact over the life of the unit. This reduces life cycle cost. E. Articulating Arm Articulation: -3 to 74 degrees. Insulator measures 16 inches of steel gap and provides a minimum 9.5 inches (241.3 mm) of clear isolation. F. Lower Boom Articulation: -25 to 75 degrees. G. Compensation System: is active from the upper controls by raising the articulating arm only, the telescopic boom maintains its relative angle in relation to the ground. The work position is achieved through a single function operation. H. Platform Leveling System: is achieved by a hydraulic master-slave leveling system. This lifetime system is very low maintenance and designed to maintain the dielectric integrity of the aerial device. I. Platform Tilt: operated hydraulically by a single handle control that can be operated when either lower or upper controls are selected on the lower control station. The tilt control has an interlock that must be squeezed simultaneously with the ISO-Grip interlock to allow tilting. J. Upper Controls: The Altec ISO-Grip (U.S. Patent No. 7,416,053) System includes the following boom tip components that can provide an additional layer of secondary electrical contact protection. This is not a primary protection system. <ul style="list-style-type: none"> 1. Control Handle: A single handle controller incorporating high electrical resistance components that is dielectrically tested to 40 kV AC with no more than 400 microamperes of leakage. The control handle is green in color to differentiate it from other non-tested controllers. The handle also includes an interlock guard that reduces the potential for inadvertent boom operation. 2. Auxiliary Control Covers: Non-tested blue silicon covers for auxiliary controls. 3. Control Console: 	1	\$ _____

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	Non-tested non-metallic control console plate. 4. Boom Tip Covers: Non-tested non-metallic boom tip covers. The covers are not dielectrically tested, but they may provide some protection against electrical hazards.		
K.	The Altec ARM Jib rotates, articulates and is removable via quick disconnects on the hydraulic lines and manual pins at the jib swivel socket.		
L.	Lower Controls: A lower control station includes individual lower control levers and is located on the curb side of the turntable. A selector valve is provided to override the upper controls.		
M.	Hydraulic System: Open center system that allows the use of open center tools.		
N.	Diagnostic Pressure Test Quick Disconnect Couplings: are located at the turntable to allow a mobile service technician to quickly and easily attach a test gauge to verify system and tool circuit pressure. This convenient troubleshooting feature saves time and reduces the risk of high pressure oil sprays.		
O.	Unit meets or exceeds ANSI 92.2 standards.		
2.	Pedestal	1	\$ _____
3.	Steel Reservoir, 15 gallon capacity, triangular, 17" L x 17" W x 24" H, and includes breather caps and dipsticks	1	\$ _____
4.	Custom Platform Configuration Single One-man Platform - 24 x 30 x 42 inches end mounted platform, rotates 180 degrees around boom tip. 400 lbs platform capacity.	1	\$ _____
5.	Two(2) Platform steps - located on the side of the platform nearest the elbow in the stowed position	1	\$ _____
6.	Platform Cover - soft vinyl, 24 x 30 inches (610 x 762 mm)	1	\$ _____
7.	Platform Liner - for one-man fiberglass platform, 24 x 30 x 42 inches (610 x 762 x 1067 mm), 50 kV rating (minimum)	1	\$ _____
8.	Platform Floor Liner - 24 x 48 inches (610 x 1219 mm)	1	\$ _____
9.	Hydraulic Tool Circuit at Platform: One set of quick disconnect couplings at the boom tip for open center tools. Tool system relief pressure set at 2,000 psi.	1	\$ _____
10.	Engine Start/Stop & Secondary Stowage System: 12 VDC powered motor and pump assembly for temporary operation of the unit in a situation wherein the primary hydraulic source fails. Electric motor is powered by the chassis battery. This feature allows the operator to completely stow the booms, platform, and outriggers. Secondary Stowage & Start/Stop is activated with an air plunger at the platform or momentary switch at the lower control station and outriggers.	1	\$ _____
11.	Jib Stick, 36" L, non-extension, non certified, grey in color	1	\$ _____
12.	Slip Ring: Required for engine start/stop, secondary stowage system, and throttle control options	1	\$ _____
13.	Primary Modified A-Frame Outriggers With Integrated Subbase, fixed shoe, provides 112 inch (2844 mm) maximum spread. Includes motion alarm and outrigger interlocks, which will not allow the unit to be operated until the outriggers have been deployed. For installation on a 30 to 34 inch chassis frame height.	1	\$ _____
14.	Auxiliary Vertical H Frame Outriggers, fixed shoe, provides 87 inch (2209 mm) maximum spread. Includes motion alarm and outrigger interlocks, which will not allow the unit to be operated until the outriggers have been deployed. For installation on a 30 to 34 inch chassis frame height.	1	\$ _____
15.	Electric Outrigger Controls: drive hydraulic outrigger control valves. Durable weather	1	\$ _____

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	proof electronic switches are located at the rear of the unit unless otherwise specified. Use of electronic switches reduces the number of hydraulic hoses and leak points.		
16.	Fall Protection System to include one body harness and decelerating type lanyard. Harness has adjustable slide buckle on shoulder straps, Velcro chest strap, interlocking buckles on leg straps and nylon web loop fall arrest attachment on back. Lanyard has built in shock absorber that allows 28 inches (711 mm) of automatic adjustability	1	\$ _____
17.	Winch load line swivel hook	1	\$ _____
18.	Altec Aerial Device Powder Painted White	1	\$ _____
<u>Unit & Hydraulic Acc.</u>			
19.	HVI-22 Hydraulic Oil (Standard).	25	\$ _____
20.	Standard Pump For PTO	1	\$ _____
21.	Electric Shifted PTO	1	\$ _____
<u>Body</u>			
22.	Altec Body	1	\$ _____
23.	Steel Body	1	\$ _____
24.	Low-Side General Service (LGS)	1	\$ _____
25.	Body Is To Be Built In Accordance With The Following Altec Standard Specifications:	1	\$ _____
	A. Basic Body Fabricated From A40 Grade 100% Zinc Alloy Coated Steel.		
	B. All Doors Are Full, Double Paneled, Self-Sealed With Built-In Drainage For Maximum Weather-Tightness. Hinge Rods Extend Full Length Of Door.		
	C. Heavy-Gauge Welded Steel Frame Construction With Structural Channel Crossmembers And Tread Plate Floor.		
	D. Integrated Door Header Drip Rail At Top For Maximum Weather Protection.		
	E. Fender Panels Are Either Roll Formed Or Have Neoprene Fenderettes Mechanically Fastened.		
	F. Steel Treated For Improved Primer Bond And Rust Resistance.		
	G. Automotive Type Non-Porous Door Seals Mechanically Fastened To The Door Facing.		
26.	94 Inch Body Width	1	\$ _____
27.	40 Inch Body Compartment Height	1	\$ _____
28.	20 Inch Body Compartment Depth	1	\$ _____
29.	Finish Paint Body Altec White (Applies To Steel And Aluminum)	1	\$ _____
30.	Undercoat Body	1	\$ _____
31.	2 Inch x 4 Inch Drop-In Wood Cargo Retaining Board At Top Of Side Access (Preferred Option)	1	\$ _____
32.	2 Inch x 4 Inch Drop-In Wood Cargo Retaining Board At Rear Of Body (Preferred Option)	1	\$ _____
33.	Stainless Steel Rotary Paddle Latches With Keyed Locks	1	\$ _____

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
34.	All Locks Keyed Alike Including Accessories (Preferred Option)	1	\$ _____
35.	Hotstick Shelf Extending Full Length Of Body On Curbside	1	\$ _____
36.	Two Hotstick Brackets On Curbside	1	\$ _____
37.	Standard Drop-Down Hotstick Door For One (1) Shelf On Curbside, Stainless Steel Slam Paddle Latch With Keyed Lock	1	\$ _____
38.	1st Vertical (SS) - Adjustable Shelf With Removable Dividers On 4 Inch Centers	2	\$ _____
39.	1st Vertical (SS) - Outrigger Housing, With Outrigger Pin Access As Needed	1	\$ _____
40.	1st Horizontal (SS) - Adjustable Shelf With Removable Dividers On 8 Inch Centers	1	\$ _____
41.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail (Left Wall)	1	\$ _____
42.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail (Rear Wall)	4	\$ _____
43.	Rear Vertical (SS) - Locking Swivel Hooks On An Adjustable Rail (Right Wall)	1	\$ _____
44.	1st Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail (Left Wall)	2	\$ _____
45.	1st Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail (Rear Wall)	2	\$ _____
46.	1st Vertical (CS) - Locking Swivel Hooks On An Adjustable Rail (Right Wall)	2	\$ _____
47.	Outrigger Housing, With Outrigger Pin Access As Needed - 1st Vertical (CS)	1	\$ _____
48.	1st Horizontal (CS) - Vacant	1	\$ _____
49.	Rear Vertical (CS) - Adjustable Shelf With Removable Dividers On 4 Inch Centers	1	\$ _____

Body and Chassis Accessories

50.	29" L Steel Tailshelf, Width To Match Body	1	\$ _____
51.	Wheel Chock Holders Installed In Tailshelf, One Each Side	1	\$ _____
52.	Cable Step Installed At Rear, Single Step	2	\$ _____
53.	U-Shaped Grab Handle	2	\$ _____
54.	Small Grab Handle Installed At Rear	2	\$ _____
55.	ICC (Underride Protection) Bumper Installed At Rear	1	\$ _____
56.	Combination 2 Ball (10,000 LB MGTW) And Pintle Hitch (16,000 LB MGTW)	1	\$ _____
57.	Set Of Eye Bolts for Trailer Safety Chain, installed one each side of towing device mount.	1	\$ _____
58.	Custom Platform Rest Heavy-duty platform support installed at tailshelf	1	\$ _____
59.	Boom Rest for a Telescopic Unit	1	\$ _____
60.	Wood Outrigger Pad, 19" x 19" x 2.25", With Rope Handle	2	\$ _____
61.	Outrigger Pad Holder, 20" L x 20" W x 5" H, Fits 19" x 19" x 4" And Smaller Pads,	2	\$ _____

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
	Bolt-On, Bottom Washout Holes, 3/4" Lip Retainer		
62.	Wheel Chocks, Rubber with Metal Hairpin Style Handle, 9.75" L X 7.75" W X 5.00" H (Pair)	1	\$ _____
63.	Mud Flaps With Altec Logo (Pair)	1	\$ _____
64.	5 LB Fire Extinguisher With Light Duty Bracket, Installed	1	\$ _____
65.	Triangular Reflector Kit, Installed	1	\$ _____
66.	Slope Indicator Assembly For Machine With Outriggers	1	\$ _____
67.	Vise, Utility, 6.5 IN Jaw with 5.5 IN Opening, Pipe Jaws, with Replaceable Jaws and Swivel base	1	\$ _____
68.	Vise Mounting Bracket, 2 Square Tube Vertical Receiver Type with 8 x 8 Mounting Plate Mounted on the back of the tailshelf.	1	\$ _____
69.	Vinyl manual pouch for storage of all operator and parts manuals	1	\$ _____
<u>Electrical Accessories</u>			
70.	Install secondary stowage system.	1	\$ _____
71.	Install Start/Stop system.	1	\$ _____
72.	Install Outrigger Interlock System	1	\$ _____
73.	Lights and reflectors in accordance with FMVSS #108 lighting package. (Incandescent)	1	\$ _____
74.	Altec Standard Amber LED Strobe Light With Brush Guard Left front corner of body, with switch on dash.	1	\$ _____
75.	Post mounted spotlight mounted on driver's side of cab	1	\$ _____
76.	Spot Light, Magnetic Mount With Wireless Remote (Go-Light #7901) .	1	\$ _____
77.	Dual Tone Back-Up With Outrigger Motion Alarm	1	\$ _____
78.	PTO Hour Meter, Rectangular With 10,000 Hour Display	1	\$ _____
79.	3000 Watt Pure-Sine Wave Inverter (120 And 240 VAC Capable) Custom inverter storage.	1	\$ _____
80.	12 Volt Receptacle (Cigarette Lighter Style), Weatherproof S/S first vertical.	1	\$ _____
81.	6-Way Trailer Receptacle (Pin Type) Installed At Rear	1	\$ _____
82.	Dash panel rocker switches supplied with Ford Chassis, 4 auxiliary switches supplied in up fitting package from Ford	1	\$ _____
83.	Start/Stop/Throttle Module, 12 Volt System	1	\$ _____
84.	Additional Electrical Accessory Telematics GPS system to be added to unit for monitoring demo location, usage variables, idle time, ect.	1	\$ _____

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
85.	Focus Factory Build	1	\$ _____
86.	Delivery Of Completed Unit	1	\$ _____
87.	Powder Coat Unit Altec White	1	\$ _____
88.	All interior body compartments to remain primed	1	\$ _____
89.	Altec Standard; Components mounted below frame rail shall be coated black by Altec. i.e. step bumpers, steps, frame extension, pintle hook mount, dock bumper mounts, D-rings, receiver tubes, accessory mounts, light brackets, under-ride protection, etc. Components mounted to under side of body shall be coated black by Altec. i.e. Wheel chock holders, mud flap brackets, pad carriers, boxes, lighting brackets, steps, and ladders.	1	\$ _____
90.	Apply Non-Skid Paint to all walking surfaces	1	\$ _____
91.	English Safety And Instructional Decals	1	\$ _____
92.	Vehicle Height Placard - Installed In Cab	1	\$ _____
93.	Dielectric test unit according to ANSI requirements.	1	\$ _____
94.	Stability test unit according to ANSI requirements.	1	\$ _____
95.	Placard, HVI-22 Hydraulic Oil	1	\$ _____
96.	Inbound Freight	1	\$ _____
97.	FA Unit Designator - AT36M Aerial Device	1	\$ _____
<u>Chassis</u>			
98.	Chassis	1	\$ _____
99.	Altec Supplied Chassis	1	\$ _____
100.	2013 Model Year	1	\$ _____
101.	Ford F550	1	\$ _____
102.	Chassis Color - White	1	\$ _____
103.	Other Chassis Cab To Axle Length 60" CA	1	\$ _____
104.	GVWR 19,500 LBS	1	\$ _____
105.	7,000 LBs Front Axle Rating	1	\$ _____
106.	14,706 LBs Rear Axle Rating	1	\$ _____
107.	6.7L V8 Power Stroke Diesel	1	\$ _____
108.	Ford 6R140 6-Speed Automatic Transmission With PTO Provision	1	\$ _____
109.	Single Horizontal Exhaust Right Hand	1	\$ _____
110.	Hydraulic Brakes	1	\$ _____
111.	No Idle Engine Shut-Down Required	1	\$ _____

<u>Item</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>
112.	4x4 Front Drive Axle	1	\$ _____
113.	Park Brake In Rear Wheels	1	\$ _____
114.	40 Gallon Fuel Tank (Behind Rear Axle)	1	\$ _____
115.	Regular Cab	1	\$ _____
116.	Air Conditioning	1	\$ _____
117.	AM/FM Radio	1	\$ _____
118.	Power Door Locks	1	\$ _____
119.	Power Windows	1	\$ _____
120.	Cruise Control	1	\$ _____
121.	Tinted Windshield	1	\$ _____

Additional Pricing

122.	Stock Unit	1	\$ _____
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Miscellaneous

123.	Standard Altec Warranty	1	\$ _____
	One (1) year parts warranty		
	One (1) year labor warranty		
	Ninety (90) days warranty for travel charges		
	Limited Lifetime Structural Warranty		

CITY OF ST LOUIS, MISSOURI
INSTRUCTION TO BIDDERS (for request for quotations - RFQs)

VENDORS SHOULD CAREFULLY READ THE FOLLOWING INSTRUCTIONS AND TERMS AND CONDITIONS, BEFORE SUBMITTING QUOTATION. **CAUTION: THIS IS NOT AN ORDER**

- Quotations will only be accepted on this form which must be returned in a **sealed envelope**. The upper left corner of the envelope must include the following information: Vendor Name, Quotation Number and the Due By Date. This information is also required on any mail delivered next day or overnight.
- Quotations should be typewritten or in ink. Altered or erased unit price(s) must be initialed. One copy of Quotation Sheet must be submitted, please retain a copy for your files.
- The Supply Commissioner reserves the right to reject any or all bids.
- The Supply Commissioner reserves the right to make awards on an item basis or on a total basis.
- Bidders must quote Unit Price(s) and Extension on each item. When an error appears on an extension, the Unit Price(s) will govern.
- When Quotation Sheet requests item(s) by brand name and your quote is for an alternate brand – show brand name(s) with model number(s) and attach full specifications.
- When Quotation Sheet has only a general description(s) of item(s) required – show brand name with model number(s) and attach full specifications.
- Suppliers shall not offer more than one bid on each item. Two or more quotations on the same item may cause a rejection of the bid. Suppliers must determine which one of their many styles or types fully meet the specification.
- Freight or delivery charges must be included in quote, or shown separately on quote, so bid can be evaluated.
- **Bids must arrive no later than NOON** on the date stated or will be rejected. Faxed or E-mailed bids are not accepted unless specifically requested.
- Bids will be publicly opened on the date specified beginning at NOON.
- Prices quoted will be considered firm.
- Bids having an acceptance limit of less than 30 days after opening date may be rejected.
- Time of proposed delivery must be stated in definite terms.
- Failure of Bidder to understand the item(s) requested or any part of the specifications will not be a valid reason for bidding on the wrong item(s). Any questions regarding description of item(s) requested should be cleared with the Buyer listed in the bid document.
- **Samples** when requested must be delivered before actual time of bid opening with each sample plainly tagged showing the name of Bidder, Quotation Number, Brand Name and lot number or quality. Submission of samples does not relieve bidder from meeting the specifications as outlined in the Bid Documents unless the bidder specifically states they are bidding on an alternate.
- All samples are to be submitted to the address listed below unless otherwise stated in Bid Documents.
- Deliveries must be accompanied by a packing slip or invoice, listing the Department, Quotation Number, and the exact quantities of each item included in the shipment.
- ONLY U.S.P., N.F., OR N.N.D. DRUGS ARE ACCEPTABLE. ALL DRUGS MUST COME IN MANUFACTURER'S ORIGINAL PACKAGES, PROPERLY SEALED.
- In the event the successful bidder fails to make delivery of any item or items that meet the conditions and requirements as outlined in this proposal within 7 days of time stated by bidder on face of this quotation sheet, the City reserves the right to purchase said item or items on the "OPEN MARKET" and charge any costs above the BID PRICE to the bidder.
- The laws of the State of Missouri provide that the City of St. Louis pay no State Sales or Use Tax or Federal Excise Taxes and these taxes should be excluded from your bid price. Federal Excise Tax Exemption Certificates will be furnished to successful bidder.
- Suppliers shall save harmless the City of St. Louis from the payment of any and all claims or demands arising out of any infringement, alleged infringement, or use of any patent or patented device, article, system, arrangement, material or process used by him in the execution of this contract.
- Supply Division hours are Monday through Friday – 8:00 A.M. to 5:00 P.M. Main Number: 314-622-4580.

All bids must be submitted in a SEALED ENVELOPE and mailed to:

SUPPLY COMMISSIONER
1200 MARKET ST RM 324
ST LOUIS MO 63103-2842



**CITY OF ST. LOUIS
DEPARTMENT OF FINANCE
OFFICE OF THE SUPPLY COMMISSIONER**

FREDDIE L. DUNLAP
SUPPLY COMMISSIONER

FRANCIS G. SLAY
MAYOR

1200 MARKET STREET
ROOM 324
ST LOUIS, MO 63103-2819
(T): (314) 622-4580
(F): (314) 622-4141

ATTENTION BIDDERS

Please carefully review all information requested in this bid package.

Failure to submit requested samples, literature or any other requested information may result in disqualification of your bid or any portion of your bid.

Also the reasons indicated below may disqualify your bid. If you have any questions, call the buyer indicated in this bid package.

This form must be returned with your bid.

- Two or more bids submitted for one item, unless instructed to do so. (item rejected)
- Signature missing on bid or any required form.
- Buy American Form not completed or returned. (may be rejected)
- M/WBE Form not completed or returned. (may be rejected)
- Altered or erased unit prices must be initialed.
- Faxed bid, unless specifically requested (will be rejected).
- FOR CONTRACTS ONLY: Please provide your DUNS # _____
- FOR CONTRACTS ONLY: Failure to submit required Bond by the date indicated.

I certify that I have read and understand the information above.

Manual Signature

Date

CERTIFICATION FORM

ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

(BUY AMERICAN)

Bidders are advised of legislation enacted by the City of St. Louis which requires all manufactured goods or commodities used or supplied in the performance of this contract or any subcontract to be manufactured, assembled or produced in the United States, unless obtaining American made products would increase the cost of this contract by more than ten percent.

Section Four requires the vendor or contractor to certify his compliance with this legislation and if applicable, Section Six, if preference is claimed.

This legislation does not apply if the total bid is less than one thousand dollars (\$1,000.00).

Bids received will be evaluated on the basis of this legislation. Certificates of compliance must be completed and returned to be considered for preference. Failure to provide certification shall cause the City to presume that such product is not American made.

☐

CERTIFICATION

If **all** the specified goods or products are manufactured, assembled or produced in the United States, check box at left and complete certification at the bottom of this form.

☐

SECTION SIX CERTIFICATION

If any or all of the specified goods or products are manufactured, assembled or produced in a country other than the "United States", and exemption is requested because such product is Fair Trade Product: (a) list the country, other than the United States, where each good or product you propose to furnish is manufactured, assembled or produced; (b) check box at left of this paragraph and list corresponding commodities and (c) complete Section Six Documentation portion below.

Item Number(s)

Location Where Item Manufactured, Assembled or Produced

☐

SECTION SIX DOCUMENTATION

The specified goods or products are treated as manufactured, assembled or produced in the United States under an existing treaty, law, agreement or regulation of the United States regarding export-import restrictions and international trade. List item Number(s) and Treaties covering item below.

DEFINITIONS

MANUFACTURED - to make or process a raw material into a finished product; create, or to produce or to turn-out in a mechanical manner.

ASSEMBLED - to fit or join together the parts in a manufacturing environment.

PRODUCED - create by manual or physical effort, to make or yield the customary product or products.

MUST BE COMPLETED AND SIGNED

I hereby certify that the above information is true and correct and further certify that this statement complies with all provisions of Section 5.58.010 Revised Code of the City of St. Louis, 1985, as amended.

FIRM NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

BY: _____

(SIGNATURE and TITLE)

ST. LOUIS DOMESTIC PRODUCTS PROCUREMENT ACT

The City of St. Louis has enacted an ordinance relating to the purchase of domestic products by City government, with penalty provisions. The ordinance amends Section 5.58.010 Revised Code of the City of St. Louis, 1986, as amended by adding thereto new subsections dealing with the requirement that the Supply Commissioner or his designee give preference to goods or commodities manufactured in the United States of America, stating exceptions to said policy. Sections one through six are reprinted below.

Section One. Section 5.58.010 Revised Code of the City of St. Louis is hereby amended by adding the following language: Each solicitation to bid and the method of describing the items to be bid upon of any goods or commodities sought to be purchased by the Office of Supply Commissioner, and any contract entered into by and on behalf of the City of St. Louis and executed by the Mayor and/or the Comptroller of the City of St. Louis wherein the construction, alteration, repair or maintenance of any public works is the subject of the contract so executed, shall contain a provision that the goods or commodities furnished or used in the furtherance of said project by any contractor or subcontractor, manufacturer or supplier as the case may be, shall be manufactured, assembled or produced in the United States, and said requirement as defined above shall be stated in said bid.

Section Two. The provision of Section One of this Ordinance shall not apply in the following instances:

- (i) Where the item purchased as the contract entered into for repairs or renovation is less than One Thousand (\$1,000.00) Dollars.
- (ii) Where no line of a particular good or product is manufactured, assembled or produced in the United States.
- (iii) Where the acquisition of United States manufactured or produced goods would increase the cost by more than (10%) percent.

Section Three. The certificate required by this section shall specify the nature of the contract, the product being purchased or leased, the names and addresses of the United States manufacturers and producers contracted by the Commissioner or the project architect or engineer, and an indication that such manufacturers or producers could not supply sufficient quantities or that the price of the products would increase the cost of the contract by more than ten percent.

Section Four. No public agency may authorize, provide for, or make any payment to any vendor or contractor upon any contract in violation of section 2 of this act. Prior to the awarding of the bid and before any public agency authorizes, provides, or makes payment to any vendor or contractor upon any contract to which section 2 or 6 of this act applies, the vendor or contractor shall provide proof of compliance with section 2, and, if applicable, section 6 of this act. Any vendor or contractor who knowingly misrepresents any material fact to the public agency concerning the origin of any manufactured goods or commodities shall be guilty of a Class A misdemeanor.

Section Five. Sections 1 to 6 of this act shall apply only to contracts and subcontracts entered into after the effective date of this act, and shall not limit the use or supply of manufactured goods or commodities purchased or leased prior to the effective date of this act.

Section Six. Nothing in sections 1 or 6 of this act is intended to contravene any existing treaty, law, agreement, or regulation of the United States. All contracts under section 1 or 6 of this act shall be entered into in accordance with existing treaty, law, agreement, or regulation of the United States including all treaties entered into between foreign countries and the United States regarding export-import restrictions and international trade and shall not be in violation of sections 1 to 6 of this act to the extent of such accordance.

Interpretations and Guidelines

Section One: "Shall be manufactured" is interpreted to mean to make or process a raw material into a finished product or to turn-out in a mechanical manner. "Assembled" is interpreted to mean to fit or to join together the parts, gather, or to congregate in a manufacturing environment. "Produced" is interpreted to mean to create by manual or physical effort, to make or yield to customary product or products.

Section Two (i) This is interpreted to mean less than one thousand dollars in aggregate (total purchases).

(iii) When applying this subsection, multiply the cost of the foreign product by ten percent and compare the cost to the American product. If the American product cost is less than the sum of the cost of the foreign product plus ten percent, the award will be made to the vendor bidding the American product. The price paid by the City of St. Louis will be the actual price bid by the winning bidder.

Section Three: "Could not supply sufficient quantities" is interpreted to mean in order to meet the using agency's delivery schedule and in quantity specified.

Section Four: The vendor's authorized representative must complete a self-certification form, as required by the existing procedures previously indicated. These certification forms will be used to determine whether the manufacturer or producers could, or could not supply sufficient quantities, or the cost of the products would increase the contract by more than ten percent.

Prior to the City awarding the bid, the vendor shall provide certification that the product being bid is manufactured, assembled or produced in the United States or there is an existing treaty, law or regulation whereby the product bid shall be treated the same as product manufactured, assembled or produced in the United States. The procuring agency shall accept the self certification in order to apply the percentage differential that is applicable under this law. Failure to provide certification shall cause the city to presume that such product is not American made and preference shall not be considered for that product.

**CITY OF ST. LOUIS / SUPPLY DIVISION
MINORITY/WOMEN BUSINESS ENTERPRISES FORM
(M/WBE FORM)**

D. BID/CONTRACT IDENTIFICATION

Bid #: _____ **or** **Contract Name:** _____

Opening Date: _____ **Your Bid Total: \$** _____

If your bid is \$500 or higher, please complete Section 'E'. We are NOT requesting information on how your company currently supports M/WBE suppliers. We want to know if there are opportunities you might consider to work with M/WBE suppliers for THIS SPECIFIC bid/contract.

E. ASSURANCE MBE/WBE Goal: 25% MBE and 5% WBE (Minimum Participation)

I, acting in my capacity as an officer of the undersigned bidder(s) if a joint venture, hereby assure the City of St. Louis that on this bid/contract my company will: **(CHECK ONLY ONE)**

☐ **Meet or exceed the M/WBE goal with: _____% MBE and _____% WBE Participation**

Proposed MBE Vendor Name: _____ Amount \$ _____

Item or materials to be supplied by MBE Vendor: _____

Proposed WBE Vendor Name: _____ Amount\$ _____

Item or materials to be supplied by WBE Vendor: _____

☐ **Fail to meet the M/WBE goal, but made a good faith effort to meet the goals as follows:**

_____ %MBE and _____ % WBE Participation (Enter Proposed Vendor information above.)

☐ **Not meet the M/WBE goal for the following reasons(s):(Check All That Apply)**

<input type="checkbox"/>	Our Company is an MBE certified by the State of: _____
<input type="checkbox"/>	Our Company is a WBE certified by the State of: _____
<input type="checkbox"/>	We have contacted suppliers listed in the SLAA Directory but have received no reply
<input type="checkbox"/>	There are no subcontracting opportunities for this bid/contract
<input type="checkbox"/>	We are a Dealer and the order will be drop-shipped from the manufacturer to the user
<input type="checkbox"/>	We are the manufacturer and the order will be drop-shipped from the factory to the user
<input type="checkbox"/>	A letter of explanation is attached
<input type="checkbox"/>	Other reason: _____ _____

FIRM NAME: _____

FEDERAL ID NUMBER: _____

SIGNATURE: _____

FAX NUMBER: _____

PRINTED NAME: _____

DATE: _____

TITLE: _____

E-MAIL: _____

**CITY OF ST. LOUIS / SUPPLY DIVISION
MINORITY / WOMEN BUSINESS ENTERPRISES FORM
(M/WBE FORM)**

A. Mayor's Executive Order #28, Section Six - Supply Contracts

1. The goal of the City of St. Louis is that 25% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Minority Business Enterprises (MBEs) and that 5% of the value of all contracts let and purchases made by the Supply Commissioner shall be let or made with Women's Business Enterprises (WBEs).
2. All contracts let by the Supply Division for the purchase or lease of materials, equipment, supplies, commodities or services, the estimated cost of which exceeds \$500, shall be subject to this goal.
3. The methods by which the Supply Commissioner shall pursue this goal shall include but not be limited to the following:
 - a. The Supply Commissioner shall solicit bids from minority business enterprises and women's business enterprises certified to supply the required materials, equipment, supplies or services;
 - b. St. Louis Airport Authority (SLAA) shall provide the Supply Commissioner with a list of minority business enterprises and women's business enterprises qualified to provide each of those commodities that the Supply Commissioner indicates are required by the City;
 - c. The Supply Commissioner shall notify SLAA prior to solicitation of bids whenever no such qualified businesses are available;
 - d. SLAA shall attempt to identify such qualified businesses, and if successful, shall notify the Supply Commissioner of their availability; and
 - e. The Supply Commissioner shall provide such minority business enterprises and women's business enterprises every practical opportunity to submit bids.
4. Joint ventures or mentor-protégé relationships between prime contractors and subcontractors with local MBE and WBE firms are encouraged.
5. Participation of MBE and WBE firms located outside the St. Louis Metropolitan Statistical Area (SMSA) shall not count toward the goals established in this order.

B. SUPPLY DIVISION POLICY

It is the policy of the Supply Division that all bids/contracts awarded adhere to the Mayor's Executive Order #28. All vendors are encouraged to comply with this policy and all other provisions of Executive Order #28. A copy of Executive Order #28 is available upon request. Each Vendor/Contractor (bidder) must complete, sign and return this M/WBE Form. Failure to complete, sign and return the M/WBE Form will result in the bid being declared non responsive and your bid may be eliminated.

C. OBLIGATION

The bidder agrees to make a good faith effort to ensure that M/WBE businesses have an opportunity to participate in the performance of contracts or subcontracts financed in whole or in part with City funds. The bidder will take all necessary and reasonable steps to ensure that said businesses have an opportunity to compete for and perform under this bid/contract. The bidder shall not discriminate on the basis of race, color, national origin or sex in the award and performance of bids/contracts. To request a Directory of Disadvantaged, Minority and Women Owned Business Enterprises certified by the City of St. Louis, contact Ms. Jackie Taylor, Certification Manager, at (314) 551-5002. Certified businesses can be viewed at www.mwdbe.org.